



2019 Student Enrolment Form - Correspondence

An Application for Enrolment form must be completed and submitted to the college for acceptance prior to completing this enrolment form.
You must answer every question.

1. Personal Details			
Title (please circle)	Mr / Mrs / Ms / Miss	Surname	
First Name		Preferred Name	
Date of Birth		Age in Years	
Country of Birth		Gender (Please circle)	Male / Female
Home Phone		Shirt Size	
Mobile Phone		Email	
Do you have a USI?	Yes / no	Unique Student Identifier	
Do you have a WWCC Number?	Yes / no	WWCC Number	

2. Address Details			
Street Address			
State		Postcode	
Postal Address			
State		Postcode	

3. Next of Kin			
Title (please circle)	Mr / Mrs / Ms / Miss	Surname	
First Name		Preferred Name	
Street Address			
State		Postcode	
Home Phone		Work Phone	
Mobile Phone		Relation to you	
Email:			

4. Employment Details			
Are you currently employed in the early childhood profession? (Please circle) YES NO			
If YES, please provide details below. If NO, please continue to section 5			
Centre Name		Contact person	
Address			
Contact phone		Total time in the early childhood profession (years)	
Your Current Position		Time in your current position	
Work Status (please circle)	Full time	Part time	Casual/Relief

OFFICE USE ONLY			
Student Number		USI	
Course Code		Course Name	
Start Date		Nominated End Date	
Training Centre		Mentor Name	
Payments in Instalments	1 st Instalment Due:	Last Instalment Due:	

5. Course Selection

Please tick the qualification you are enrolling in

- | | |
|--------------------------|--|
| <input type="checkbox"/> | CHC30113 Certificate III in Early Childhood Education and Care |
| <input type="checkbox"/> | CHC50113 Diploma of Early Childhood Education and Care |

6. Recognition of Prior Learning

Do you wish to apply for RPL for relevant experience or previous informal / formal learning?

<input type="checkbox"/>	Yes	If yes please complete the attached Self Assessment Form. The college will notify you in writing of your acceptance (or otherwise) into the RPL process.
<input type="checkbox"/>	No	

7. Credit Transfer

Course Name		If you wish to claim credit transfer for you previous study in the early childhood field, you must attach a copy of your results signed by a JP in order for your enrolment to be processed.	
		Would you like Credit Transfer for your previous study? (please tick)	Have you attached a JP signed copy of your results? (please tick)
		<input type="checkbox"/>	<input type="checkbox"/>

Tillys College of childcare is collecting this information for the purposes of enrolment and administration only. This information will not be used for any other purposes. We may be required to provide some information to various State and Commonwealth Government Departments for their data collection purposes or obligations under State legislation.

8. Disabilities

Do you consider yourself to have a disability, impairment or long-term condition?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If YES, please indicate the nature of your disability, impairment or long-term condition?

Learning Disability	Mental Illness	Acquired brain impairment	Visual/sight
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual	Physical	Medical condition	Hearing/deaf
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other

Please give details:

9. Language, Literacy and Numeracy

Do you feel you may require assistance in areas of reading, writing and/or mathematics?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

10. How did you hear about Tillys College of Childcare?

Please tick

<input type="checkbox"/>	Radio
<input type="checkbox"/>	Newspaper
<input type="checkbox"/>	Internet
<input type="checkbox"/>	Word of Mouth
<input type="checkbox"/>	Childcare Centre
<input type="checkbox"/>	Flyer
<input type="checkbox"/>	Other (Please Specify)

11. Fees

Please tick relevant boxes and amount enclosed:

Enrolment Fee		Applicable Fee		Amount Enclosed
<input type="checkbox"/>	CHC30113 Certificate III in Early Childhood Education and Care	\$550.00 (non-refundable)		
<input type="checkbox"/>	CHC50113 Diploma of Early Childhood Education and Care	\$550.00 (non-refundable)		
Course Fee (Please ensure that you have read and understood the college fee and refund policies)				
<input type="checkbox"/>	I wish to pay in instalments. Guarantor details must be provided	CHC30113 \$220 x 17	CHC50113 \$220 x 27	
<input type="checkbox"/>				

Total amount enclosed \$

<input type="checkbox"/>	<p>Direct Deposit Account Name – Tillys Play and Development PTY LTD – College BSB 032 529 Account Number 266630 Reference – Full Name</p>
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<input type="checkbox"/>	<p>Credit Card Bank Card, Visa, MasterCard (please circle one)</p>
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Card Number: _____
Expiry Date: _____
Name of Card holder: _____
Signature of Card holder: _____

12. Guarantor Details – Complete only if paying in Instalments

Title (please circle)	Mr / Mrs / Ms / Miss	Surname	
First Name		Relation to you	
Street Address		State	Postcode
Home Phone		Work Phone	
Mobile Phone		Email	

Guarantor Declaration: I, _____ as the Guarantor, agree to the terms and conditions of this enrolment and give my unconditional guarantee of payment for the course as described in this enrolment form.

Guarantor Signature: _____ Date: _____

Justice of the Peace Signature: _____ Date: _____

Justice of the Peace Name & Address & Number: _____

Student Declaration

Please read and sign the following:

- √ I declare that all the information provided by me to be true and correct.
- √ I am aware that it is my responsibility to supply all supporting documentation for my enrolment and agree it is my responsibility to provide the college with any changes to my enrolment (e.g. name, address, phone number, employer)
- √ I declare that I have read, understood and agree to the conditions of enrolment and college policies as outlined in the student handbook provided with the course information, including the fee and refund policies.
- √ I accept that the enrolment fee is non-refundable
- √ I accept that the college reserves the right to vary fees, course structure and timetables without prior notice.
- √ I give the college authority to obtain further information as required regarding my enrolment, including contacting referees regarding my current and previous work performance.
- √ I give the college consent to provide information requested to the following parties:
 - State and Commonwealth Government Departments
 - ATO
 - Hospital and Emergency Care staff in emergency situations
 - My Employer
 - Audit, verification, research, statistical analysis, program evaluation, post-completion surveys and internal management purposes.

Student Name: _____

Student Signature: _____ **Date:** _____

Send your completed form, attachments and fees to:

Postal Address	All Enquiries
Tillys Play and Development Centre 42 Station St, Waratah, NSW, 2298	Phone: (02) 4967 7399 Fax: (02) 49676 044 Email: college@tillyschildcare.com.au

Privacy Statement & Student Declaration

Privacy Notice

Under the *Data Provision Requirements 2012*, Tillys College of Childcare is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Tillys College of Childcare for statistical, regulatory and research purposes. Tillys College of Childcare may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE [or electronic acknowledgement]..... [DATE]

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgment]*..... [DATE]

**Parental/guardian consent is required for all students under the age of 18.*



Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Tillys College of Childcare to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Tillys College of Childcare will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Tillys College of Childcare to make an application for a student identifier on your behalf, Tillys College of Childcare will have to declare that Tillys College of Childcare has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Tillys College of Childcare has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and

- to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;
 - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
 - researchers for education and training related research purposes;
 - any other person or agency that may be authorised or required by law to access the information;
 - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law. Privacy policies and complaints You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar’s Privacy Policy or by contacting the Registrar on email usi@industry.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar’s Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with. You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:
- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
 - a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf. [Where you are an organisation issuing this notice to a student, and you have a privacy policy, please also include the following] For information about how Tillys College of Childcare collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Tilly’s College of Childcare’s privacy policy.

Signature of acceptance by student:

.....

Name of student:

.....

Notes for RTO’s:

1. You may be an Australian Privacy Principle (APP) entity bound by the Privacy Act or an entity bound by State or Territory Privacy legislation. Please consider whether your organisation is bound by any privacy legislation and if so, what your organisations obligations under such legislation would be.
2. Please note, in addition to the above, if your organisation contravenes sections 11, 16 or 17 of the SI Act, then pursuant to sections 23 of the SI Act, your organisation will be considered to be an APP entity bound by the Privacy Act and the contravention may be subject to investigation by the Information Commissioner.
3. Where your organisation is bound by Commonwealth or State or Territory Privacy legislation, your organisation may need to provide students, either in connection with applying for the USI on their behalf or more generally as part of the enrolment information, advice about how the student’s information is stored and protected, such as for example secure server at the RTO, third-party server in the cloud, or if hard-copy, in a locked cupboard.



Student Information for the Unique Student Identifier

USI...bringing your skills together

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

Do you need a USI?

You will need a USI when you enrol or re-enrol in training from 1 January 2015 if you are a:

- student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;
- school student completing nationally recognised training; or
- student continuing with nationally recognised training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit usi.gov.au for more information.

How to get a USI

It is free and easy for you to create your own USI online.

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.

Steps to create your USI

The following steps show how you can create a USI:

Step 1 Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

For more information please visit: usi.gov.au

Or contact us at Email: usi@industry.gov.au

Phone: Skilling Australia Information line – **13 38 73**

To view this document online please visit: usi.gov.au

If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

Step 2 Have your personal contact details ready (e.g. email address, or mobile number, or address).

Step 3 Visit the USI website at: usi.gov.au.

Step 4 Select the 'Create a USI' link and follow the steps.

Step 5 Agree to the Terms and Conditions.

Step 6 Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

Step 7 You should then write down the USI and keep it somewhere handy and safe.